

GMAIL (GOOGLE MAIL)

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Sign up for a free G-Mail Account:

- Access the Internet
- Open the Google Home page
- Click on the Gmail link on the Google Home Page menu bar
- Create a new account by completing all the boxes with your personal details including a username (8 letters or more – no spaces), a password (8 letters or more – no spaces) and the captcha (letters that look like someone just learning to write). When this is completed successfully, you will be taken to Gmail where you will read three welcome letters from Google. Record your user name and password EXACTLY. They are case sensitive and never have any spaces.

Username:	Password:
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Log into Gmail:

- Access the Internet
- Open the Google Home page
- Click on the Gmail link on the Google Home Page menu bar
- Enter your Username and password
- Click 'Sign In'

Read incoming Gmail:

- Click on **Inbox** to see if you have any incoming Gmail
- Incoming Gmail will appear in **bold type** under the word '**Unread**'. Click on each message to open and read it
- After you have opened and read a Gmail message Click on **Inbox** again to see the rest of your mail. Mail that has been opened will go down to an area called '**Everything else**'.

Compose Gmail:

- To compose a Gmail, click on **Compose**
- Click in the **To** box. Type in the email address of the person you are sending the Gmail to. **Note: you can type in more than one email address, separated by a comma**
- Click in the **Subject** box. Type a short description of what the Gmail is about
- Click in the large area underneath. Type the message you wish to send
- Hover the mouse over the icons to see how you can enhance your email by using bold, italics, underline etc

Send a Gmail:

- When you are happy with everything, click **Send**
- A copy of the Gmail you sent will now go into **Sent Mail**

Add an attachment to Gmail:

- You can add a saved file (or more than one file), a picture, music etc to your email.
- Compose your email as above.
- Click on **Attach a file**. You will be shown a screen where all saved documents are kept. Select the location of your file (Desktop, Libraries, Computer, and Networks). Click on the name of the file you want to attach, and click on **Open**. Click **Attach Another File** if you wish to attach more than one file and repeat the above steps
- You will be taken back to the Gmail screen and you will see the download process. Wait until it is completed before you click **Send**.

Delete unwanted Gmail:

- If you decide you do not want to keep a Gmail email, you can send it to the **Trash folder** by going to **Inbox** and clicking in the small box on the left side of the message. Click on the **rubbish bin icon** on the top of your Gmail screen.

Note: *You can also delete it while it is open for reading – just click the trash can icon.*

Retrieve a Gmail accidentally deleted:

- Locate **Trash** on the list underneath **Inbox**. Click in the small box beside the message you want to retrieve. Click on the **Move To down arrow** and click on **Send to Inbox**.

Note: *Emails left in the trash can for more than 30 days cannot be retrieved.*

About Gmail Labels:

- ‘Labels’ let you keep your growing collection of emails organised. You can apply many labels to the one email. This is much more flexible than ‘Folders’ that many other systems use. There are some labels already prepared for you. These include Personal, Travel etc. Or you can create your own labels.

Apply Gmail Label(s):

- Click in the small box to the left of the Gmail(s) you want to label
- Click on **Labels** button
- Tick on the name of the label(s) you want to apply Or select ‘**Create New**’ and name as required.

Create your own Gmail Labels:

- Underneath the **Inbox**, locate existing labels. Click on the down arrow beside the word ‘**more**’. A message box comes up with several options.
- Click on **New Label**. You will be asked to enter a new label name. If you click on the **Nest Label Under** option, this means that under the label called Personal, you might nest the label names of your personal friends. Leave blank if you don’t want to nest the labels.
- Click **Create** to name a new label.

List emails that have a label:

- Click the required label listed on the left side of the screen. Only the emails with that label will be listed.